



In order to process your claim, the VCF will need certain supporting documents. This checklist is intended to help you compile those documents. It may be helpful to review the [Eligibility Form Tip Sheet](#), the [Compensation Form Tip Sheet](#) and the Frequently Asked Questions (“FAQs”) on the www.vcf.gov website before reviewing this checklist. When you submit a claim, the VCF online system provides a way for you to submit the documents electronically. This will help us to reduce administrative costs and to allow a more efficient claims process. If you do not have access to electronic copies of certain documents, you may submit hard copies of those documents by mail.

Documentation Demonstrating that the Personal Representative has Authority to Act on Behalf of the Decedent

- **Original or a certified copy** of the Court Order or Letter of Administration showing your appointment as (1) Personal Representative, (2) Executor of Will, or (3) Administrator of Estate.
- A copy of the Decedent’s will.

Note: If you are unable to obtain the original or a certified copy of the Court Order/Letter of Administration showing your appointment and if there is no will, you will need to submit proof of your relationship to the Decedent (such as birth certificate(s) and/or marriage certificate) and proof that you are the first person in line of succession under the laws of intestacy in the Decedent’s domicile. Please see FAQs #4.18, #5.1 and #5.3 on the VCF website for more information.

Documentation Confirming Presence at a 9/11 Crash Site Between September 11, 2001 and May 30, 2002, which can include the following examples of acceptable proof:

- *For Responders:* Employer records confirming employment with an organization or entity that was responsible for rescue and recovery, clean up, transportation of debris, and confirming that the Decedent was present at the site, including an official personnel roster, site credentials or a pay stub; OR contemporaneous documentation of presence – such as orders, instructions, confirmation of tasks performed, contemporaneous medical records, or contemporaneous records of federal, state, city or local government.
- *For Residents:* Proof of residence in the area during the relevant time period such as (i) rent receipts, mortgage receipts, or utility bills and (ii) proof that the Decedent was physically present at the residence at some point between September 11, 2001 and May 30, 2002, which could include at least two sworn and notarized affidavits (or unsworn statements complying with 28 U.S.C. 1746) from co-habitants, landlords, doormen or neighbors.
- *For Non-Responder Workers in NYC Exposure Zone or at the Pentagon:* Employment records documenting employment and presence in the NYC Exposure Zone or at the Pentagon; OR contemporaneous documentation of presence – such as contemporaneous medical records or contemporaneous records of federal, state, city or local government.
- *For School or Child/Adult Care Facility Attendees:* School or day care records confirming enrollment/attendance during the period.
- *For Presence in NYC Exposure Zone in some other capacity (e.g., a visitor):* Contemporaneous documentation of presence – such as contemporaneous medical records or contemporaneous records of federal, state, city or local government.

Note: At least two (2) sworn and notarized affidavits (or unsworn statements complying with 28 U.S.C. 1746) regarding the presence of the Decedent from persons who can attest to the Decedent’s presence at a 9/11 crash site will serve as acceptable proof only if other official or “primary” forms of proof (such as those listed above) are not available and the Fund determines that such affidavits are sufficiently reliable.



Documentation About the Decedent's Death

- Proof of death (e.g. **original or a certified copy** of death certificate) and any other documents showing Decedent's cause of death
- *For any claimed injuries or conditions that were certified for treatment under the WTC Health Program after July 1, 2011:*
 - If the Decedent had a presumptively covered condition (such as asthma or GERD) and you are not submitting a claim for a traumatic injury (such as a broken ankle), ***you do not need to submit any medical records with your Eligibility Form*** to demonstrate that the presumptively covered condition was a result of the 9/11 crashes or debris removal. If the VCF needs medical records after reviewing your Eligibility Form, we will contact you and explain the specific records that are needed.
- *For any claimed injuries or conditions that were treated by physicians or programs other than the WTC Health Program:*
 - If the Decedent was not treated by the WTC Health Program for a condition for which you are seeking compensation from the VCF, you will need to provide information for the VCF "Private Physician" process. The Private Physician process is a way to gather information about the Decedent's treatment by a non-WTC Health Program physician in order to verify the condition as eligible for compensation. The forms and instructions for completing them, as well as more detailed information on the Private Physician process, are available at www.vcf.gov under "Forms and Resources." The VCF will send you the forms and instructions if needed. If the records obtained from the physician do not provide all the information the VCF needs, the VCF will contact you and request additional records.

Note: The documentation should include proof of when each injury or condition was discovered and when each injury or condition was first treated by a medical professional.

Documentation Demonstrating Any Applicable Economic Loss

- For any claim of *unreimbursed medical or other expenses*, proof such as invoices or receipts for prescription drugs, rehabilitation treatment, or from the Decedent's health provider showing payments received, and documentation of any health insurance coverage during any period of claimed medical expense loss. You may use the [VCF Medical Expense Worksheet](#) to document your expenses. The worksheet is available on the www.vcf.gov website under "Forms and Resources."
- For any claim of *burial and memorial service expenses*, proof of any claimed burial or memorial service expenses that were not reimbursed.
- For any claim of *loss of earnings prior to death*, documentation to demonstrate how many days of work were missed and the corresponding loss of compensation and/or benefits, such as pay stubs, salary letters, end of year pay statements, or sworn and notarized affidavit (or unsworn statement complying with 28 U.S.C. 1746) from Decedent's employer describing the work missed and loss of earnings.
- For any claim of *replacement services*, documentation of type and costs of replacement services incurred to date and expected to be incurred in the future (e.g., invoices or receipts showing services rendered and payments received and estimates or price quotes for future services).



- For claims of *loss of future earnings*:
 - Copies of all tax return information (including W-2 forms and other attachments) for the period beginning three years prior to any claimed decrease in the Decedent's earnings capacity as a result of the Decedent's injury or condition or if no such decrease is claimed, three years prior to the year of Decedent's death, including returns for non-U.S. taxing authorities. You may submit a tax transcript instead of tax returns.
 - Documentation of Decedent's compensation history for the period beginning three calendar years prior to any claimed decrease in the Decedent's earnings capacity as a result of the Decedent's injury or condition or if no such decrease is claimed, three years prior to the year of Decedent's death. Examples of the types of proof include:
 - Documentation to establish *base salary and wages*, such as pay stubs, salary letters, or end of year pay statements.
 - Documentation to establish any *other compensation, including incentive pay, bonuses, overtime, tips, commissions, shift differentials, longevity and honoraria, deferred compensation, stock options, profit sharing programs* such as pay stubs, salary letters, end of year pay statement, bonus letters, or commission letters.

Note: For Decedents who were in the armed forces – Include information on housing, subsistence, TAD, re-enlistment, and other compensation by each category. However, if you want the Special Master to rely on published compensation and benefit scales, there is no need to provide information on this additional compensation, but you will need to submit a copy of the Decedent's Military Leave and Earnings Statement indicating the pay level and benefit information.

- Documentation of any *pension, health or other benefits*:
 - Pension plan or pension section from employee handbook if Decedent received pension benefits.
 - Documentation to establish payroll deduction and cost of employer-provided health benefits to employee and any other covered person if Decedent received health benefits.
 - 401(k)/403(b) statements if employer made matching contributions.
 - Documentation to establish any other benefits, such as employer-provided transportation subsidy or company car, employer provided club dues/memberships, or non-military housing allowance.

Note: The Special Master recognizes that collecting this information may be a difficult task and will seek to work with the Decedent's employer(s) to obtain and confirm compensation and benefits and make sure they have been calculated correctly.



Documentation of any Collateral Sources of Compensation that the Decedent has received or is entitled to receive, including:

- Life insurance (including accidental death and mortgage insurance)
- Death benefits program
- Pensions
- Social Security application or determination or related correspondence
- Workers' Compensation application or determination or related correspondence
- Medical payments
- Short-term disability insurance
- Long-term disability insurance
- Other Collateral Source Compensation

Other Documentation That May Be Applicable

- If Decedent was involved in a lawsuit related to September 11, 2001, provide a copy of either:
 - For purposes of the Eligibility Form, you may submit either a court order establishing that the action has been discontinued and/or dismissed dated on or before January 2, 2012 or a notice/letter of withdrawal filed on the ECF system in the relevant docket on or before January 2, 2012. For purposes of receiving compensation, you should submit the final order of the court confirming the withdrawal or dismissal or all claims. That order may be dated after January 2, 2012 only if you have provided proof that you filed a notice of withdrawal on the ECF system in the relevant docket on or before January 2, 2012.
 - If possible, submit the settlement agreement and release showing the date of the settlement and release, the total settlement amount, and the medical condition that was approved for payment under the settlement if available. If the attorney of the Decedent or Decedent's dependent, spouse or beneficiary signed and submitted the release; you should also provide a copy of the retainer agreement with the attorney in the settled lawsuit as proof that the attorney was authorized to sign the release.

Note: In many cases, the VCF may be able to obtain documents related to September 11th-related lawsuits from third parties. Therefore, you should still submit your claim even if you do not have the documents listed above. The VCF will notify you if you need to submit anything else.

- If the Decedent (or anyone on the Decedent's behalf) filed a lawsuit or claim for compensation for the claimed condition(s) with any court or bankruptcy trust for any respiratory injury or disease due to exposure unrelated to September 11, 2001 (e.g., asbestos), you should submit information on the action or claim, such as the complaint or claim filing, and documentation of any judgment, settlement or trust compensation.
- If Decedent had any dependents that are not listed on the Decedent's most recent tax return (such as children born or adopted on or after January 1 of the year of the Decedent's death or children listed on the spouse's separately-filed return), you will need to submit documents proving the existence of such dependents – such as birth certificates or adoption records.